**COLLECTION LETTERS**

An inventory of collection letters avoids having to rewrite letters for each billing cycle.

**Collection Letter I (enclosed with second statement)**

Dear ,

This is a reminder of the past-due balance on your account for in the amount of . At the present time, your balance is (days) overdue. We will appreciate payment in full immediately.

If you have any questions about your account, please call the office. We want to help.

Sincerely,

Patient Accounts Coordinator